



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14 - 036**

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Project Management Specialist (Environment & M&E), FSN-10**  
**(Salary approx. Tk. 117,620.00 per month)**
- Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)**
- OPENING DATE:** **June 22, 2014**
- CLOSING DATE:** **July 03, 2014**
- WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Environment & M&E)** in the Program Office (PRO).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The Project Management Specialist (Environment & M&E) is the senior technical advisor to the Mission on how to apply Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216) to USAID programs in Bangladesh. The incumbent ensures that assessment of the environmental consequences of all programs, activities, and substantive amendments are in full compliance with the requirements of this Federal Regulation. The Project Management Specialist serves as the technical advisor to the Mission Director, Office Directors, Procurement and Assistance Officers, and all Contracting Officer's Representatives (CORs), Assistance Officer's Representatives (AORs) and Activity Managers. The incumbent also works directly with implementing partners to organize and monitor environmental compliance measures in all Mission activities. The Project Management Specialist assesses the environmental soundness of all Mission activities in accordance with USAID and USG regulations and guidelines, reviews Mission environmental impact assessments and environmental analyses, and assists Mission Management in negotiating with the GOB, other donors, and/or NGOs regarding environmental policy or activities. The incumbent also serves as a fully-active member of the Program Office Monitoring and Evaluation (M&E) Team providing guidance and analysis on M&E and GIS.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Environmental Compliance Advisory Services**

The incumbent serves as senior technical advisor on environmental issues in Bangladesh to the USAID Mission Director, other Office Directors and Team Leaders, and the Ambassador and Embassy staff as appropriate, as those environmental issues affect USG and USAID objectives in Bangladesh. Advice may concern some of the following areas, as well as others not listed below: Government of Bangladesh, NGO and private sector institutional capacity for environmental management; current USAID policy, strategy and regulations; evolution, trends and crises and possible mitigating measures; current public sensitivities and conflicts regarding the environment and donor and GOB environmental programs; positions and interest of the press, interest groups, and political parties on key environmental issues.

Specific responsibilities in this area include:

- Develop, review and approve activity Initial Environmental Evaluations (IEE), Environmental Monitoring and Mitigation Plans (EMMP), and Pesticide Evaluation Report and Safe Use Action Plans (PERSUAP).



- Work with implementing partners to assure proper implementation of IEEs, that includes developing, implementing, monitoring, reporting on, and updating, as appropriate, the:
  - o Environmental Due Diligence report (EDD)
  - o Environmental Monitoring and Mitigation Plan (EMMP) and Environmental Manual (EM)
  - o Pesticide Evaluation Report and Safe Use Action Plan (PERSUAP)
  - o Scoping Statement (SS) and Environmental Assessment (EA)
- Ensure that all program activities consider potential environmental impact and address any environmental concerns;
- Conduct evaluation of potential environmental effects of all infrastructure activities and ensure detailed engineering studies are completed for structures address environmental concerns;
- Coordinate as necessary with the GOB to process all documents required to obtain required environmental clearances and ensure compliance with relevant GOB environmental protection regulations;
- Work with grant and contracts team to incorporate required environmental mitigation measures into grant and sub-contract documentation and project implementation;
- Assist implementing partner staff in monitoring the implementation of EMMPs, PERSUAPs or EAs during operation of the program, including regular site visits;
- Review reports on the implementation of EMMPs, PERSUAPs, and EAs to assure compliance; and
- Develop training materials and provide training to and build the capacity of Mission staff, local implementing partners, and GOB personnel on environmental compliance, safe development practices, the requirements of the EMMPs, PERSUAPs, and EAs, and US environmental regulations.

**b. Monitoring, Evaluation and GIS**

- The incumbent serves as a Mission expert on performance monitoring. S/he supports Technical Offices to ensure that the Mission's performance monitoring systems are in compliance with all requirements and meet the needs of Mission decision-makers. S/he provides the necessary support to technical teams to implement the Mission Order on Monitoring and Evaluation and ensure Mission compliance with Automated Directive System (ADS) 200 series;



- S/he assists the technical teams in the design, implementation and maintenance of Performance Monitoring Plans that effectively track the performance progress of results and outcomes;
- Assist technical teams and implementing partners with the development and completion of mandatory data quality assessments to support indicator reporting. As part of DQAs and regular monitoring, perform site visits as required to program locations to review and monitor the performance of the program to keep abreast of program developments; (continued next page)
- Coordinate the development, review, adoption and maintenance of monitoring, evaluation, and assessment tools, and mechanisms. Support the development and use of any new data and knowledge management systems, including incorporation of Geographic Information Systems (GIS) technology in a manner that strengthens the Mission's programmatic monitoring, coordination and evaluation;
- As part of the Mission's effort in complying with USAID Forward principles, the incumbent will identify training needs, opportunities and provide training for Mission staff and/or implementing partner staff on performance monitoring tools, evaluation methodologies, reporting, and lessons learned in activity and program assessment; and
- The incumbent will also complete other tasks as required by the Mission.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.



Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

**1. Education:** Masters' Degree in Environmental Science, Management or Environmental Engineering, Health and Safety, Food Safety, or other field with a sound understanding of environmental compliance is required. *(You must attach a copy of your certificate along with your application form.)*

**15 points**

**2. Prior Work Experience:** Five to seven years of experience working as environmental compliance specialist, health and safety compliance specialist, or as a technical specialist with a focus on regulatory compliance, environmental monitoring methods, impact analysis and assessment. Experience should include: work in conducting trainings; and experience in writing Environmental Impact Assessment(s) (EIA) or similar compliance documents. International compliance experience is desired. Experience working in parks or protected area infrastructure; conducting environmental assessments in the agriculture sector; public health; and/or natural resource management is preferred. Previous experience with international donor-funded projects preferred.

**35 points**

**3. Knowledge:** The incumbent should have detailed knowledge of biological, health and safety, water and/or earth-sciences along with knowledge of Bangladesh, EU and US environmental regulations. The incumbent must have knowledge of crosscutting development sectors, environmental and safety compliance assessment and environmental "scoping" exercise methodology. Knowledge of gender in development principles and demonstrated experience in their application is required. Knowledge of monitoring and evaluation methodology and GIS mapping required. Familiarity with International Donor Agencies' environmental guidelines is preferred. The position requires clear communication combined with sound judgment on a number of issues in which there may be competing interests and public controversy. Interaction with those government agencies mandated with environmental responsibilities, but lacking in technical knowledge, clarity of the mission, and/or effectiveness will also require tact and thorough understanding of issues and options.

**25 points**



#### **4. Skills and Abilities:**

- Ability to interpret Environmental Procedures stated in the agency regulations, and prepare analytical documents fulfilling the stated regulatory requirements;
- Ability to (independently) conduct environmental reviews of the agency/organization portfolio and assess the status and viability of the Mission environmental strategy, taking the existing and planned portfolio into account;
- Tact and ability to present complex and controversial findings and recommendations in understandable, non-confrontational ways;
- Ability to provide technical and policy guidance to senior Mission personnel and host government officials, other project managers, and contractors as and when needed, in a clear and diplomatic way;
- Ability to provide timely and effective direction and support to other members of the Mission environmental team, from administrative support staff through senior technical personnel; and
- Intermediate computer skills (MS Office Suite and GIS mapping programs).

**25 points**

#### **ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level IV English (written and oral) and native Bangla are required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.



## SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

## TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 **OR** DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS174](#)

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**



## **SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

## **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

*The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*